

EMPLOYEE PAY ADVANCES

NAME:

SOCIAL SECURITY NUMBER:

POSITION TITLE:

ORGANIZATION CODE:

JUSTIFICATION FOR REQUESTING PAY ADVANCE:

EMPLOYEE AGREEMENT

The policy governing pay advances has been explained to me and I understand and agree to the following:

- Advances in pay are limited to not more than two pay periods and shall be based on the rate of basic pay to which I am entitled on the date of my new appointment with Marshall Space Flight Center (MSFC). Pay shall be reduced by the amount of any allotments or deductions that would normally be deducted from my first regular pay-check.
- Advances in pay will be made no earlier than the date of my appointment with MSFC and no later than one full pay period after I enter on duty.
- I will repay the full amount of the advance in pay within 14 full pay periods (28 weeks) under NASA's procedures for payroll deductions. To the extent possible, full repayment will be made by the end of the calendar year in which granted.
- I may prepay all or part of the balance of the advance payment at any time before the money is due. Prepayment will be made by certified check payable to Marshall Space Flight Center.
- I will repay to the Federal Government the amount due should I transfer to another agency or terminate my employment with MSFC for any reason.
- Any amount of the remaining balance of the advance in pay that has not been repaid by me on transfer or termination will be recovered by salary offset under Subpart K, 5 Code of Federal Regulations 550.

Employee Signature

Date

CONCURRENCE

Manager, Human Resources Services Office

Date

Chief Financial Officer

Date

APPROVAL

Director, Marshall Space Flight Center

Date